



**CITY OF COON RAPIDS
ASSESSMENT APPEAL FORM**



Complete the following information (PLEASE PRINT):

YOUR NAME: Raymond L. Warren, Jr.

ADDRESS OF PROPERTY BEING ASSESSED: 2170 108th Avenue NW, Coon Rapids,
MN 55433

PROPERTY IDENTIFICATION NUMBER: 223124210015

YOUR HOME ADDRESS (if different than above): _____

HOME PHONE: N/A

CELL PHONE: 763-

AMOUNT OF ASSESSMENT: \$300.00

WHAT IS BEING ASSESSED? (i.e. long grass citation, abatement of items in the yard, expired rental license, parking off pavement citation):

Parking off pavement citation

REASON FOR APPEAL:

I received Citation No. 60607-25293, issued June 1, 2015, regarding parking of a vehicle off pavement in the front and side yard (Code 11-603.1(7)(I)). I went to the City Offices and signed a time extension agreement with Trevor White that stated that I would install pavers or asphalt on the area in question (next to my driveway) on or before July 6, 2015. Mr. White and I both signed that agreement. I installed the pavers before the July 6 deadline and called Mr. White's phone number listed on the citation letter (763-767-6427) on the morning of July 6, 2015 and left a message that I had the pavers installed, so it was ready for Mr. White to reinspect at his convenience. After leaving that message on Mr. White's voice mail, I never heard another word so I assumed Mr. White reinspected the area and all was good. You can imagine my surprise when I received an assessment for \$300 from the City of Coon Rapids for the code violation referenced above, which had already been corrected by me on or before the date Mr. White and I had agreed to previously, July 6, 2015.

I fulfilled my side of the agreement and don't feel that after July 6, 2015 I was in violation of the above-referenced City Code and therefore do not feel that I should be assessed \$300.00. I remedied the Code Violation as Mr. White and I had agreed to in writing and in good faith, by the July 6, 2015 deadline.

Signature: _____

7/28/15

ACTION BY THE BOARD:

OUTCOME OF MOTION: _____



Property Report

Report Date: 8/20/2015

PIN: 223124210015

OPEN

PROPERTY ADDRESS: 2170 108TH AVE

Work Order #60607

Yard And Lot Issues

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
INSPECTION 1		5/19/15	WHITE, TREVOR	
CITATION ISSUED		5/20/15	WHITE, TREVOR	\$300 parking off pavement
CITATION REINSPECT	5/28/15	5/28/15	WHITE, TREVOR	No Change
CITATION FEE APPLIED		5/28/15	WHITE, TREVOR	\$300 parking off pavement applied
CITATION ISSUED		6/1/15	WHITE, TREVOR	\$600 Parking off pavement
COMMUNICATE W OWNEF		6/3/15	WHITE, TREVOR	Raymond Warren called and will be coming in to ask for an extension
COMMUNICATE W OWNEF		6/4/15	WHITE, TREVOR	Raymond Warren came in to City Hall to ask for a 30 day extension so he could install concrete or pavers to park the boat
TIME EXTENSION		6/4/15	WHITE, TREVOR	Signed time extension agreement: no further right to appeal
CITATION REINSPECT	7/7/15	7/7/15	WHITE, TREVOR	In compliance
CITATION FEE APPLIED		7/7/15	WHITE, TREVOR	Half of \$600: \$300 Parking off pavement applied

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
Citation # 25239					
11-603.1(7)(i) Parking and Drives.	5/19/15 5/27/15 compliance date	300	WHITE, TREVOR	Discontinue parking off pavement in the front and side yard.	RAYMOND WARREN Issue Date: 5/20/2015 2170 108TH AVE NW COON RAPIDS, MN 55433
Citation # 25293					
11-603.1(7)(i) Parking and Drives.	5/28/15 6/8/15 compliance date	600	WHITE, TREVOR	Discontinue parking vehicles off pavement in the front and side yard.	RAYMOND WARREN Date: 6/1/2015 2170 108TH AVE NW COON RAPIDS, MN 55433

Files attached to this work order:

\\WorkOrder\60607\Time Extension2.jpg
\\WorkOrder\60607\Time Extension.jpg





ADMINISTRATIVE CITATION

Citation # 60607-25239

Violation Notice

RAYMOND WARREN
2170 108TH AVE NW
COON RAPIDS, MN 55433

Issue Date: 5/20/2015

Property Address: **2170 108TH AVE**
COON RAPIDS, MN

PIN: 223124210015

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 5/19/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
05/27/2015	Discontinue parking off pavement in the front and side yard.	11-603.1(7)(i) Parking and Drives. -- Parking is prohibited within the front and side yards except on improved surfaces or off drive parking area in LDR-2 District.	\$300

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at www.coonrapidsmn.gov/citycode or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

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2170 108TH AVE
CITATION # 60607-25239
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Trevor White
Property Maintenance Inspector
763-767-6427

cc:





SECOND VIOLATION ADMINISTRATIVE CITATION

Citation # 60607-25293

Violation Notice

RAYMOND WARREN Issue Date: 6/1/2015
2170 108TH AVE NW
COON RAPIDS, MN 55433

Property Address: **2170 108TH AVE**
COON RAPIDS, MN

PIN: 223124210015

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 5/28/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
06/08/2015	Discontinue parking vehicles off pavement in the front and side yard.	11-603.1(7)(i) Parking and Drives. -- Parking is prohibited within the front and side yards except on improved surfaces or off drive parking area in LDR-2 District.	\$600

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at www.coonrapidsmn.gov/citycode or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

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2170 108TH AVE
CITATION # 60607-25293
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Trevor White
Property Maintenance Inspector
763-767-6427

cc:

This document is designed to help you understand the Administrative Citation (the "Citation") process, provide contact information, and tell you how to appeal the Citation if you decide to do so.

What is the Administrative Citation Program?

The Administrative Citation Program (ADCAP) was authorized by the Coon Rapids City Council to encourage property owners to address violations of City Code on their properties. An Administrative Citation only imposes a penalty for violating a City Code if a property owner does not correct the violation by the Compliance Date given. Subsequent Citations may result in the imposition of penalties (see the section on Multiple Citations). The Citation is not a criminal citation and you should not go to the courthouse to contest it. To appeal or request a time extension, please fill out the form to the right. ADCAP is administered by the City of Coon Rapids Neighborhood Reinvestment Division.

How does it work?

- An inspection is made of the property in response to a concern from a citizen, Councilmember, or City staff.
- If violations exist, an Administrative Citation is issued. If the violations listed on the Citation are corrected before the Compliance Date noted on the Citation, the penalty or penalties listed on the Citation are waived unless this is a second or subsequent Citation within a 180-day period.
- Immediately following the Compliance Date, a City Official will re-inspect the property to verify that corrections have been made.
- If the violations are not corrected and an appeal is not filed, the penalty or penalties listed on the Citation must be paid.
- In addition, the City may hire a contractor to abate (remedy) the violation(s) listed on the Citation from the property. The cost of abatement is charged in addition to the penalty. These charges are assessed to the property taxes and collected in the same manner as a special assessment.

How do I get a time extension?

If you need more time beyond the Compliance Date to correct the violations, you may ask for a time extension. To be granted an extension you must admit your property is in violation of City Code and submit a written plan stating the action you will take to achieve compliance. Upon determination by the City Official who issued the Citation that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the Compliance Date on the Citation.

How do I Appeal?

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal the Citation or parts thereof. An appeal may only be executed by the owner of the property. The appeal must be filed on the Notice of Appeal form to the right and submitted to the Hearing Examiner at the Community Development Department in City Hall, 11155 Robinson Drive, Coon Rapids, MN 55433. The appeal must be delivered in person or by U.S. Mail and must be received on or before the Compliance Date. An appeal that arrives after 4:30 p.m. on the Compliance Date will not be accepted and the penalty or penalties will be charged. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by the Hearing Examiner.

If you are not satisfied with the Hearing Examiner's decision, you have the right to appeal to the City of Coon Rapids Board of Adjustment and Appeals. To appeal the Board's decision, you must file an appeal with the Minnesota State Court of Appeals.

Multiple citations within a 180-day period

If you receive a second or subsequent Administrative Citation within 180 days of a previous Citation, City Code Section 2-1103(3) states the subsequent Citation is subject to a civil penalty at least twice the previous amount. If the subsequent violation is corrected prior to its Compliance Date, one-half of the civil penalty will be waived. The second or subsequent Administrative Citation will result in a civil penalty being assessed to the property taxes.

NOTICE OF APPEAL PLEASE PRINT
Fill out this form and submit it to City Hall on or before the Compliance Date if you wish to request a time extension or appeal the Citation.

Administrative Citation Number: 60607-25293

Property Address: 2170-108th Ave NW

Person(s) Responsible for Violation:

Raymond Warren

Responsible Party's Relationship to the Property

☒ Owner

☐ Other (specify): _____

I am appealing the Citation because: _____

Attach additional pages if needed.

☒ I hereby waive further right to appeal this Citation and ask for a time extension of 30 days. Attached is a written plan of the action I will take to achieve compliance within this extended time period.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: Ray Warren

Print Name: Raymond Warren

Phone Number: 763 219 2529 Date: 5/4/15

Mailing Address:

2170-108th Ave NW
Coon Rapids MN 55433

For ADCAP Staff only:

Notice rec'd date: 6/4/15 Initials: [Signature]

June
~~May~~ 4, 2015

Trevor White
Property Maintenance Inspector
City of Coon Rapids

RE: Citation No. 60607-25293
2170 108th Avenue NW
Coon Rapids, MN 55433
PIN: 223124210015

Pursuant to our telephone conversation on *June* ~~May~~ 3, 2015, I am requesting an extension of time to correct the parking violation cited in the above-referenced citation regarding Code Section 11-603.1(7)(I). My plan is to either put paver blocks down or have the area blacktopped, whichever is more cost effective and timely to install.

Thank you.

Raymond Warren



Re: 2170 108th Ave
Administrative Citation: # 60607-25293
Offense Date : 5/28/2015

AGREEMENT of the parties pursuant to 2-1106(1)
Dated: 6/4/2015

This is an agreement by and between the City of Coon Rapids ("City") and the below-named person(s) ("Petitioner"), pursuant to Coon Rapids City Code Section 2-1106(1), regarding the above-referenced Citation. Recitals:

1. Petitioner affirms he or she is a person with a property interest in the property involved. Petitioner further verified no other person or entity has a superior right in the property subject to this Citation.
2. The below-named City Official may extend the Compliance Date established in the above-referenced Administrative Citation upon determination that a reasonable plan for remedying the violation exists. The plan must be agreed to in writing by the owner of the property for an extension to be granted. A copy of the plan must be attached to this Agreement.
3. Based on the agreement of the parties, the counts of the citation herein are conceded by Petitioner in their entirety.
4. Petitioner agrees to place the property in compliance with the Citation, as may have been modified, by 11:59 p.m. on July 6, 2015.
5. If compliance with City Code(s) is not achieved by the Compliance Date in Section 4. above, the Petitioner agrees to pay an administrative fine of \$600.

Notice to Petitioner: By signing this document, you waive your right to further appeal this Citation. You must remedy the above deficiency or deficiencies, and pay any agreed fines, within the time periods specified above. Unpaid fines, or uncorrected violations, are subject to the original Citation fine(s), plus costs of abatement, which amounts, if not paid, may be subject to penalty and collected and/or levied against the property under Coon Rapids City Code Section 2-1107. Further by signing this document, you waive notice of any assessment hearing for the above fine(s) and costs of abatement if occurred and levied against the property. Specifically you waive your right to object/appeal said assessment as provided in Minnesota Statute 429.081 and agree that such fine(s) and costs may be assessed against your property.


Trevor White


RAYMOND WARREN

Property Maintenance Inspector

